



# Old Whittington Library Information Pack

For groups and organisations interested in  
running a community managed library in  
Derbyshire.

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## Introduction

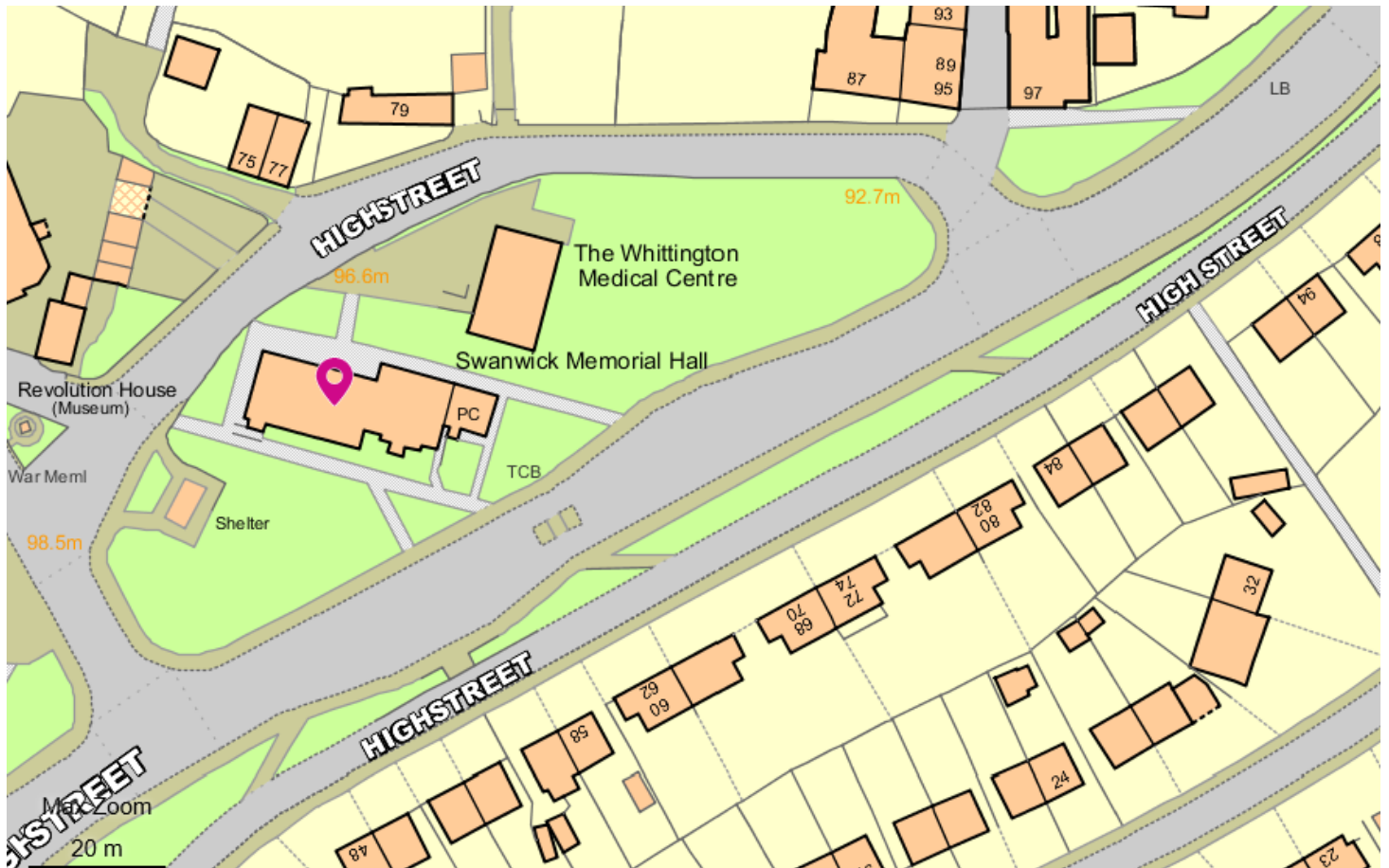
This *Library Information Pack* provides details about Old Whittington library which will be useful if you have an interest in taking responsibility for it as a Community Managed Library (CML).

This Pack should be read alongside the *Community Managed Libraries Information Pack* which has more details on what Derbyshire County Council are offering; and what a CML would be expected to provide, as well as the *Expression of Interest Pack* (EOI).

All relevant documents are available on our dedicated webpages [www.derbyshire.gov.uk/librariesforderbyshire](http://www.derbyshire.gov.uk/librariesforderbyshire)

You can print this pack at your local library free of charge or you can request a printed copy to be sent to you, or if you require the documents in another format, by contacting us at [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk) or telephone on 01629 536166.

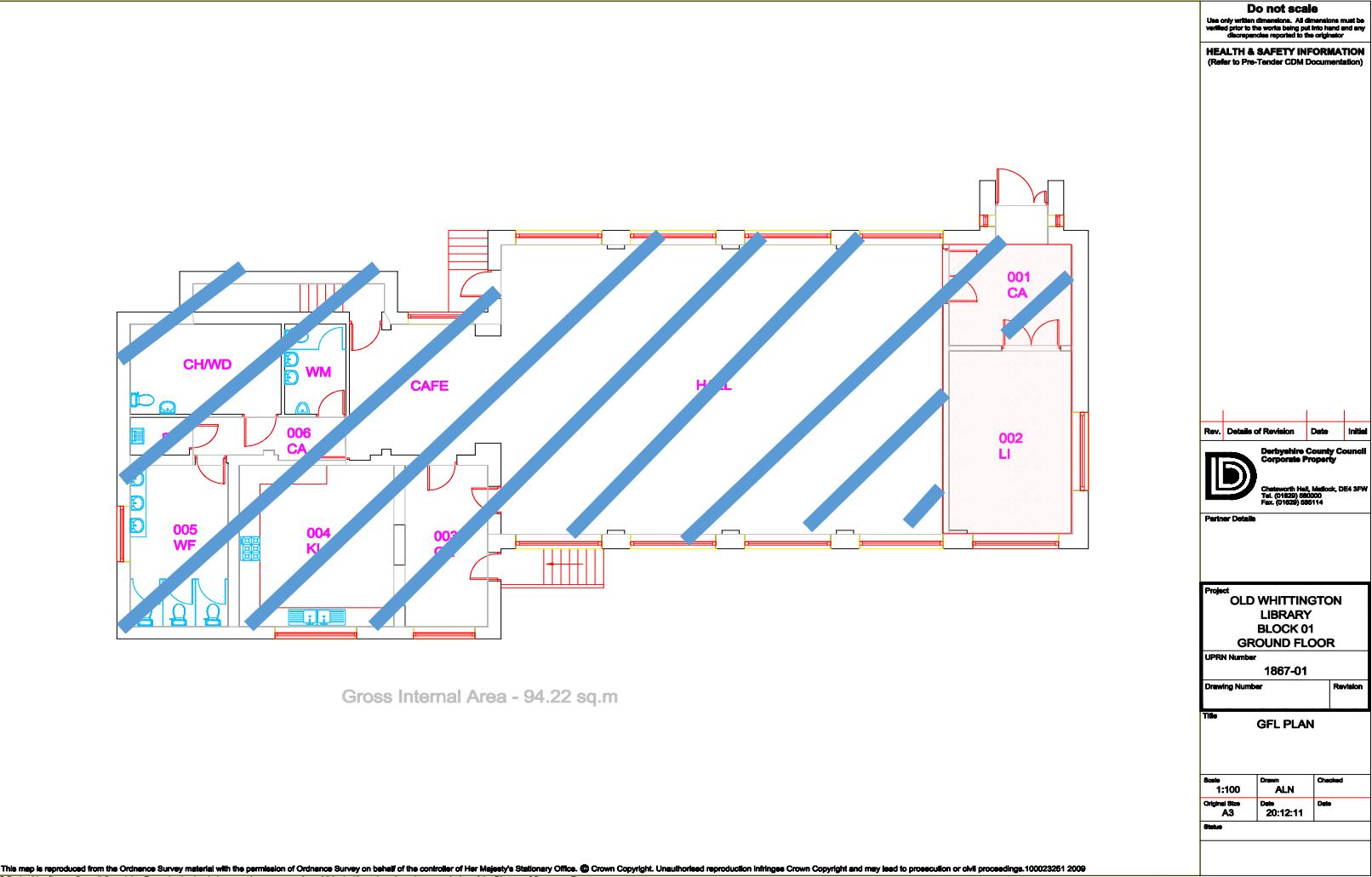
## Current Location of Old Whittington Library



© Derbyshire Mapping Portal

Old Whittington Library  
Swanwick Memorial Hall  
High Street  
Old Whittington  
Chesterfield  
Derbyshire  
S41 9JZ

# Old Whittington Library Floorplan



*The library is in the area numbered 002 Li. The areas with the thick, blue shading are not part of the library.*

## Current Building Information

Old Whittington library is within Swanwick Memorial Hall. The library is all on one level, and is fully accessible. It has ramped access at the front of the building into the Hall and then through an automatic opening door.

The library is an open plan space. It has a small junior area and a computer. The main counter area is situated close to the entrance. Staff currently use the kitchen and staff toilets available through the large hall off the foyer area. Continued use would need to be negotiated and agreed with Macintyre Care who own the building and use the rest of the space.

- Old Whittington library covers 50m<sup>2</sup> of Swanwick Memorial Hall, a single storey brick built property with a pitched roof
- Old Whittington library is not a listed building.
- Old Whittington library is situated in a Conservation area. See <https://www.chesterfield.gov.uk/planning-and-building-control/conservation-and-heritage/conservation-areas.aspx> for more information
- Any proposals to change the use of the library or alter the building may require planning approval and/or building regulation approval. Public libraries fall within Use Class (D1) of the Town & Country Planning (Use Classes) Order 1987 (as amended).
- Derbyshire County Council does not own this building, but lease it from a landlord. Derbyshire County Council will require the landlord's consent for any sub-letting of the building, and the terms of the sub-lease will reflect those in the head lease. This is subject to agreement by all parties.
- The library has no designated parking spaces but there is a shared car park for Swanwick Memorial Hall at the side of the building which is also used by the adjoining doctor's surgery. There is also on road parking nearby.
- In terms of accessibility, the building has:
  - A ramp leading into a level- access building
  - Automatic doors
  - A hearing loop at the counter
- This building does not require a Display Energy Certificate as it is less than 250m<sup>2</sup>
- Derbyshire County Council will ensure that there is an up to date Energy Performance Certificate provided before the library is transferred to a community group.
- See also the full building condition report attached as **Appendix 1**



## Alternative Premises

If you are interested in running Old Whittington library from different premises, this may be possible. Please talk to library officers at the open day or contact us at [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk) for a discussion.

## Equipment and Furniture

Derbyshire County Council will transfer equipment and furniture in the library on the day of handover to the CML as follows:

- Fixtures and fittings will become the property of the CML for the duration of the agreement. The CML will take on the responsibility for their maintenance and repair or replacement and disposal.
- Furniture will also become the property of the CML for the duration of the agreement. The CML will take on the responsibility for its maintenance and repair or replacement and disposal. As at December 2018 this comprises:
  - 1 fixed library counter
  - 10 bays of wall mounted shelving with book stops
  - 1 movable shelf unit
  - 2 paperback 'spinners'
  - 1 wooden 'kinder box'
  - 3 chairs (various sizes/styles)
  - 2 children's chairs
  - 3 wall pictures
- IT equipment provided by Derbyshire County Council on handover will be:
  - 1 computer for volunteer use with accessories and software to enable volunteers to use the Library Management System.
  - 1 public access computer with accessories and desk
  - 1 printer
  - A people counter
  - 1 VOIP telephone<sup>1</sup>
  - On a suitable IT network
- Other equipment and stationery will become the property of the CML, who will take on the responsibility for their maintenance and repair or replacement and disposal. As at December 2018 this comprises:
  - 1 till

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<sup>1</sup> VoIP stands for Voice over Internet Protocol. VoIP allows you to make free, or very low cost, telephone calls over the Internet

- A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
- Derbyshire Libraries branded stationery items and forms which will be needed to run the library, such as date labels, will be provided to the CML.
- Generic publicity material for countywide services will also be provided subject to capacity, but the CML will be expected to create and provide their own library specific promotional materials.
- Cleaning equipment and materials on site will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.
- A very small supply of winter maintenance materials will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.

### **Current Library Operating Information**

#### **Current opening hours**

<b>Tuesday</b>	10.00 – 13.00	and	14.00 – 18.00
<b>Thursday</b>	10.00 – 13.00	and	14.00 – 18.00
<b>Saturday</b>	10.00 – 13.00		
<b>Total 17 hours per week</b>			

This library must continue to open for 17 hours per week as a minimum once it has transferred to community management, to include at least one evening until 6.00 pm and 3 hours at weekends.

#### **Current staffing**

There are currently 0.47 full time equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Old Whittington library is transferred to community management.

#### **Current volunteers**

There are currently no regular volunteers at Old Whittington library.



### **Current materials** *(as at December 2018)*

Old Whittington library currently houses approximately 2,900 items. Books and audiobooks in stock or on loan will remain the property of the council, but they will be retained in the CML for use by their customers.

After Old Whittington library is transferred to community management, Derbyshire County Council will continue to provide some new stock. Stock circulation between branches on a regular basis will ensure that it continues to work well and remain fresh in all libraries including Community Managed Libraries (CMLs).

### **Regular library activities**

- IT help sessions
  - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Old Whittington Library is transferred to community management. Training will be offered if volunteers wish to continue with any of these activities.

### **Security and alarms**

There is 1 fire extinguisher at Old Whittington Library. There is a fire alarm system in place for the building managed by Macintyre and an intruder alarm covered by ASI monitoring. Out of hours activations are currently attended by nominated key holders. The CML will be responsible for making its own arrangements to deal with out of hours activations.

There is currently a portable panic alarm at Old Whittington library. Continued provision will be discussed with the group prior to handover.

### **Cleaning**

Currently the library is cleaned by Macintyre. This will need to be negotiated on handover, but it is likely that the CML will be responsible for cleaning Old Whittington library.

### **Winter Maintenance**

The majority of winter maintenance is currently undertaken by Macintyre. Provision after handover will need to be negotiated with the landlord.

### **Insurance**

The Council currently pays all the insurance necessary to run Old Whittington library. Building insurance will continue to be paid by the council on behalf of

the CML. Public liability insurance will also continue to be paid by the council for the first year after handover, after which it will be reviewed.

### **Use of Old Whittington Library**

According to figures from 2015, the draft catchment area of Old Whittington library (determined using the postcodes of active borrowers) has a population of 505 Derbyshire residents, which is 0.1% of Derbyshire's estimated population. 21% of this population are aged 0-17, and 26.1% are aged over 60. The area has an Indices of Multiple Deprivation score of 2 (with 1 being the most deprived and 10 being the least deprived).

At Old Whittington library in 2016-2017 there were:

- 7,520 visits
- 8,495 issues
- 180 Computer reservations

There were 251 active members of Old Whittington library in March 2017, which represents approximately 49.7% of the estimated Derbyshire residents living in the catchment area of Old Whittington library.

No external groups currently use Old Whittington library on a regular basis.

### **Running Costs of Old Whittington Library**

*(1 April 2016 – 31 March 2017)*

Security - Alarms & Maintenance	£420
Rents (including National Non-Domestic Rates*) – Macintyre Care	£1,600
Cleaning/Caretaking	£12
ICT Costs**	£1,071
<b>Total</b>	<b>£3,103</b>

#### **\*A note on National Non-Domestic Rates**

For more information on rates in Chesterfield, see <https://www.chesterfield.gov.uk/council-tax-and-business-rates/business-rates-national-non-domestic-rates.aspx> The Community Managed Library (CML) will take on the responsibility for rates. Depending on the nature of the group taking over, it may be possible to apply for Business Rate Relief, reducing the amount payable. This would need to be discussed with the relevant District Council.

**\*\*A note on ICT costs**

ICT costs include PC support & replacement, lease of printers, replacement toner and TV licence.

**Income at Old Whittington Library**

*(1 April 2016 – 31 March 2017)*

<b>Income type</b>	<b>Amount</b>
Overdue charges	£165
Request charges	£300
Printing/ photocopying charges	£26
Audiobook Hire	£12
Room Hire	£0
Book Sales	£3
Other general charges	£8
<b>Total</b>	<b>£514</b>

**Service standards for income**

There are legal requirements outlined in the *Public Libraries and Museums Act* (1964) which require local authority libraries to “lend books and other printed material free of charge for those who live, work or study in the area”. This is reiterated in *The Library Charges (England and Wales) Regulations* (1991). This means that CMLs, as part of our statutory libraries network in Derbyshire, cannot charge people to be a member of the library or borrow books.

Derbyshire County Council do not charge library users for access to our public computers or Wi-Fi, and CMLs would have to commit to this policy.

CMLs must adhere to Derbyshire County Council’s Libraries Charging Scale, including any future changes.

For full information, see the *Community Managed Libraries Information Pack*.

## Grants for Old Whittington Library

Derbyshire County Council will provide the group managing Old Whittington library with grants or equivalent services up to a total of:

<b>Year 1</b>	<b>£3,500</b>
<b>Year 2</b>	<b>£2,500</b>
<b>Year 3</b>	<b>£1,900</b>
<b>Year 4</b>	<b>£1,300</b>
<b>Year 5</b>	<b>£1,000</b>

Equivalent services might mean that, for example, a group would prefer Derbyshire County Council to continue paying utility bills on their behalf rather than receive the equivalent amount of grant for a the first year or two. This will be negotiated on a case by case basis.

### **Information for Anyone Wishing to Submit an Application to Manage Old Whittington Library**

#### **Obtaining further information or support**

We suggest you take time to consider all of the information available on the dedicated webpages [www.derbyshire.gov.uk/librariesforderbyshire](http://www.derbyshire.gov.uk/librariesforderbyshire), which will be kept up to date, and will be used to share important information and dates. Please read our *Community Managed Libraries Information Pack* carefully.

If you would like to get in touch with someone at Derbyshire Libraries with questions or queries about CMLs, email is recommended on [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk). Alternatively, you can telephone our call back number on 01629 536166. Staff who answer this number will not be able to answer any questions, but can take your details and arrange for someone to call you back.

An open day has been arranged at each of the 20 libraries proposed to move to community management. At the open days, there will be council staff available to answer any questions you may have and show you around. The open day at Old Whittington library will be on 29<sup>th</sup> April 2019.

You are welcome to visit the library during opening hours to have a look at the public areas, and to get a feel of the library. However, please be sensitive to the library staff and be aware that they will not be able to answer questions about this process, or show you around. If you cannot make our open day and

you would like to ask any questions or have a look around the whole building, you can contact us at the email or phone number above.

If you would like some support, for example with becoming a constituted group, advice around writing a business plan, or how to run your group successfully, we will soon be commissioning services across the county to provide this.

### **Applying to run Old Whittington library**

If you are interested in applying to run Old Whittington Library, please complete the form in the *Expression of Interest Pack* which contains the EOI form and guidance on the completion and scoring of the form. Successful organisations will be invited to submit a *Business Case*.

<b>Key Dates for Old Whittington Library</b>	
Open Day	29 April 2019
Expressions of Interest submission deadline	29 May 2019

Thank you very much for your interest.

## Condition Survey Report

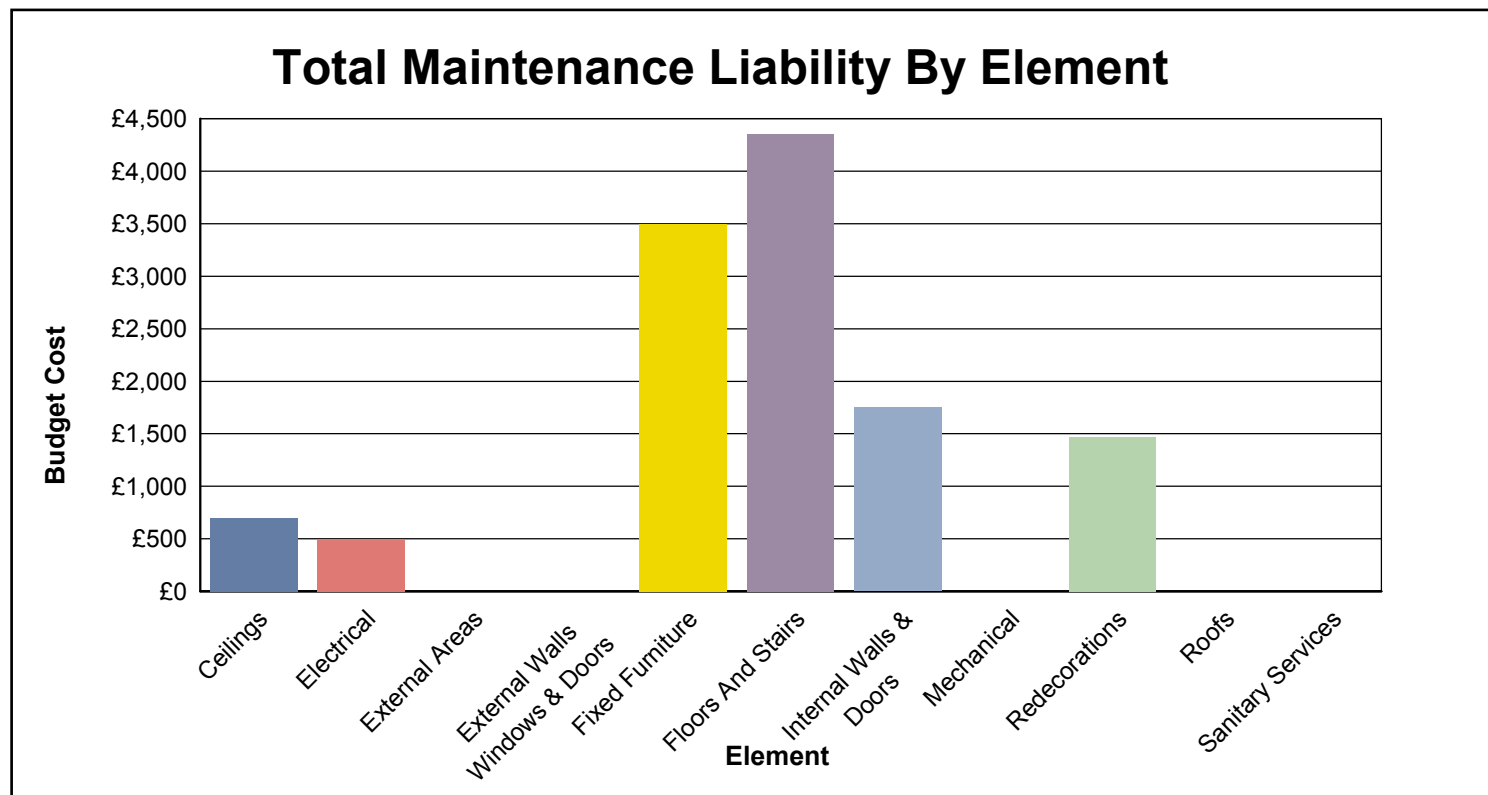
**1867-01**

### Old Whittington Library

Building Survey Date: 21-June-2018

Mechanical Survey Date: 06-June-2018

Electrical Survey Date: 24-May-2018



## Condition Survey General Guidance Notes

### 1) Scope of Survey

- a) The condition surveys have comprised of a visual assessment of the condition of all exposed and accessible building, electrical and heating elements within each building, and all external works (excluding soft landscaped areas), to identify significant defects and items of disrepair.

### 2) Unique Property Reference Number (UPRN)

- a) Every establishment, site, building, and room has been allocated a UPRN, in the following format:

1234-01-01-001

- b) The first four digits are the establishment reference, the fifth and sixth digits are the site, the seventh and eighth are the building or block, and the last three are the room number, the first of which indicates the floor level.

- c) Within the survey data floor levels are referenced in the following way:

- 1 Basement or lower ground floor level
- 0 Ground floor, or the level where the main entrance is located
- 1 First floor
- 2 Second floor

Note: Mezzanine levels are indicated with a '+' for example +1

### 3) Site Plan

- a) The site plan shows the land and buildings **occupied**, this is not necessarily the same as the legal ownership.

### 4) Priorities

- a) All building elements surveyed have generally been given three ratings:
  - i) Type
  - ii) Priority
  - iii) Condition
- b) There are three exceptions to the above, where only a single priority rating is entered:
  - i) Recommendations (Rating R)
  - ii) Further investigations (Rating I)
  - iii) Energy improvements (Rating Q)
- c) Examples and further details of the priorities can be found in Appendix A.



**5) Element Breakdown**

a) All building elements are categorised into three main groups:

- i) Element – e.g. Roofing
- ii) Sub Element – e.g. Flat roofs
- iii) Attribute – e.g. Felt

**6) Year**

- a) This is the year a defect is identified, priority altered, or cost adjusted.
- b) A year entry of 51 identifies that the item is in a satisfactory condition and will not require any maintenance or replacement within the survey period.

**7) Costs**

- a) Costs are budget prices at the time of the survey and include for preliminaries and contingencies.

## Appendix A

### Summary Table of Condition Ratings

Rating 1 (Type)		Rating 2 (Priority)		Rating 3 (Condition)	
<b>E</b>	<b>Environment Improvement</b>	<b>1</b>	Urgent work to prevent closure of premises Or Serious risk	<b>A</b>	Good Condition Performing as intended and operating efficiently
<b>F</b>	<b>Fire Precaution</b>				
<b>G</b>	<b>Consequential Damage Risk</b>				
<b>H</b>	<b>Health &amp; Safety or Hygiene Issue</b>	<b>2</b>	Essential work required within 2 years	<b>B</b>	Satisfactory Condition Performing as intended but minor repairs required
<b>I</b>	<b>Investigation</b>				
<b>L</b>	<b>Loss of Service</b>	<b>3</b>	Desirable work required within 3 –5 years	<b>C</b>	Poor Condition Exhibits major defects
<b>R</b>	<b>Recommendation</b>				
<b>S</b>	<b>Security</b>	<b>4</b>	Long term work outside the 5-year period	<b>D</b>	Life Expired Serious risk or imminent failure
<b>Q</b>	<b>Energy Improvement</b>				

## Appendix A

### 1) Type Rating

- a) **E** - Environment Improvement
  - i) Example - internal decoration
- b) **F** - Fire Precautions
  - i) Example - repairs to fire doors
- c) **G** - Consequential Damage Risk
  - i) Example - failing roof coverings
- d) **H** - Health & Safety and / or Health & Hygiene
  - i) Example - poor decorations in a kitchen
- e) **I** - Further Investigation Recommended
  - i) Example - cracking to brickwork
- f) **L** - Loss of Service
  - i) Example - possible boiler failure
- g) **R** - Recommendation
  - i) Example - upgrading and improvements beyond maintenance
- h) **S** - Security Implication
  - i) Example - boundary fencing
- i) **Q** - Energy Improvement
  - i) Example - installation of double glazing

## 2) Priority Rating

### a) Priority 1 (Urgent work) - Examples

- i) Unsafe premises, or parts of premises, that are cordoned off or shored up and require urgent attention; accommodation already out of use or likely to be soon out of use.
- ii) Ground problems, such as wells, major ground faults, and mine shafts. Condemned temporary premises already out of use or likely to be soon out of use.
- iii) Obsolete heating boilers that have failed or which are likely to fail and for which no components are available.
- iv) Presence of friable asbestos.

### b) Priority 2 (Essential work) - Examples

- i) Roof repairs where patching is no longer possible; windows, doors and curtain walling that are prone to severe water penetration and have severe rot, decay or rusting.
- ii) Urgent problems with mechanical and electrical services, e.g.: lead drinking water pipe-work, corroded water tanks, electrical installations with vulcanised india rubber cabling; unearthed systems where test period has been reduced because of previous failures (one year or less).
- iii) Playgrounds that pose health and safety risks, especially at Primary Schools; defective floor finishes in high-risk areas such as gymnasias or staircases.

### c) Priority 3 (Desirable work) - Examples

- i) Defective mechanical and electrical services, e.g.: inefficient boilers towards the end of their expected lives; replacement of old lighting circuits that are no longer suitable and provide poor task lighting; works to resolve fire alarm deficiencies.
- ii) Repairs within the life of the Plan, including works to defective playgrounds, tennis courts and floor finishes that may remain a health and safety issue.

## 3) Condition rating

- i) **A** - Good. Performing as intended and operating efficiently
- ii) **B** - Satisfactory. Performing as intended but exhibiting minor deterioration
- iii) **C** - Poor. Exhibiting major defects and/or not operating as intended
- iv) **D** - Life Expired and/or serious risk of imminent failure

#### 4) Rating Combinations

- a) An element with a Condition D rating will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance work is not a high priority. The reverse may also be the case. The following table shows some such examples.

Element	Condition	Priority	Comment
External walls, windows and doors	D	4	External cladding of mobile building badly decayed and beyond economic repair. The building however is not now in use and will be shortly replaced as part of a redevelopment scheme. It is therefore low priority.
Internal walls, windows and doors	B	1	Internal walls and doors in this example are generally in satisfactory condition, but some glazing breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority
Electrical services	A	1	Electrical services in this example are in good condition, but lack of earthing provision breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority

**1867-01 Old Whittington Library**

Building Survey Date: 21-June-2018 Mechanical Survey Date: 06-June-2018 Electrical Survey Date: 24-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
			External Areas	Paths & Pedestian Paved Areas	Paths & Pedestian Paved Areas Project					Width of ramped entrance does not conform to current standards for access.
<b>Total Condition Liability for Block = £0</b>										
01			Ceilings	Finish	Finish Project	H 2 C	2018	1.00	£700	Ceilings in Lobby 001 and library 002 are exposed grid suspended ceilings generally in good order. However the original lath and plaster ceiling in the adjacent hall has several fractures and sections have detached. There is no chicken wire above 001 and 002. Recommended installation of protection. non DCC responsibility. lath & Ceiling plaster fracture to toilet lobby, and disabled.
01			Electrical	Control Gear	Distribution Boards					Only use 1 room within the building. Incoming supply into building is three phase but only 1 phase is metered BS1361IIB PME earthing system. Square D board installed with RCD main switch but also has some RCBO installed
01			Electrical	Fire System	Alarm Panel	H 2 C	2018	0.00	£500	Sensotec 8 zone panel. Conventional system incorporating MCP and automatic detection- No fire alarm accessories within the library. Recommend installing automatic detection and checking sound levels within the library
01			Electrical	Fire System	Emergency Lights					Combined modular emergency fitting at exit door, local test switch installed
01			Electrical	Lighting	External Lighting					BC lamp bulkhead fittings installed mostly wiring in MI cable. NM emergency bulkhead fitting at building entrance door
01			Electrical	Wiring	Lighting					600x600 T8 linear modular fittings with cat 2 louvers
01			Electrical	Wiring	Power					In satisfactory condition and being RCD protected
01			External Walls Windows & Doors	External Wall Finishes	External Wall Finishes Project					Wet dash render between applied timbers over brick background above dado. Minor repairs req. Non DCC responsibility.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project					Brick work below dado. Render and mock timber frame over no DCC responsibility.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project					Roof spread evident on Eastern elevation of main hall. Steel ties require to trusses. Engineers report require. Non DCC responsibility.
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project					Single glazed timber windows fitted with secondary aluminium glazing system through out. non DCC responsibility. Original windows localised rot and denatured weathered sills.
01			Fixed Furniture	Kitchen	Kitchen Project	E 3 B	2018	3500.00	£3,500	Kitchen fittings are in fair condition, relatively units plinths displaced general wear and tear consider replacement within the 5 year programme.
01			Fixed Furniture	Non-Kitchen	Non-Kitchen Project					Library shelving and fittings are in good order.

**1867-01 Old Whittington Library**

Building Survey Date: 21-June-2018 Mechanical Survey Date: 06-June-2018 Electrical Survey Date: 24-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	E 3 B	2018	56.00	£2,352	To Shared areas Kitchen 003, 004, Female toilets 005, circulation area 006. Non slip vinyl sheet to all areas in fair condition. Flooring is lifting in entrance to 003, Coved skirtings are coming away from wall to other areas all should be replaced within the 5 year programme No DCC responsibility.
01			Internal Walls & Doors	Doors & Glazed Screens	Doors & Glazed Screens Project	F 2 B	2018	7.00	£1,750	Internal walls and doors are in fair condition. wall plaster fractured in 005. Fire doors do not comply to current regulations no cold smoke seals and GWPP glass film glass provide new combined seals. NO DCC responsibility
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					New radiators and heating system throughout. Not DCC owned.
01			Redecorations	Internal	Internal Project	E 3 B	2018	35.00	£1,470	The decoration to the Library 002 is generally in good order, the decoration to the entrance lobby 001 is in fair condition. the decoration to the shared kitchen and toilets is in fair Condition and should be redecorated within 2 years. No DCC responsibility
01			Roofs	Flat Coverings & Insulation	Flat Coverings & Insulation Project					Over kitchen part. not inspected non DCC responsibility.
01			Roofs	Pitched Coverings & Insulation	Pitched Coverings & Insulation Project					Rosemary tiled roof localised slipped or broken tiles repair Leaded and swept valleys, Original Covering Fair Condition Non DCC responsibility
01			Roofs	Roof Drainage	Roof Drainage Project					Cast iron gutter replaced with UPVC have been painted paint flaking off. Localised damage, most gutters require cleaning of leaves. Original cast Downpipes
01			Sanitary Services	Drainage & Plumbing	Drainage & Plumbing Project					Sanitary fittings are generally in good order.
01	0	001	Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	H 2 C	2018	1.00	£2,000	The floor to the library and entrance lobby were originally part of main hall. this has a double boarded maple strip floor. Which has been covered with carpet tile to 001 and 002. The carpet is generally in good order but the timber floor below is lifting to the library 001. No DCC responsibility.

**Total Condition Liability for Block 01 = £12,272****Total Condition Liability for Site 1867-01 = £12,272**